PAYMENT SERVICES USER MANUAL

COST DISTRIBUTION

INTRODUCTION

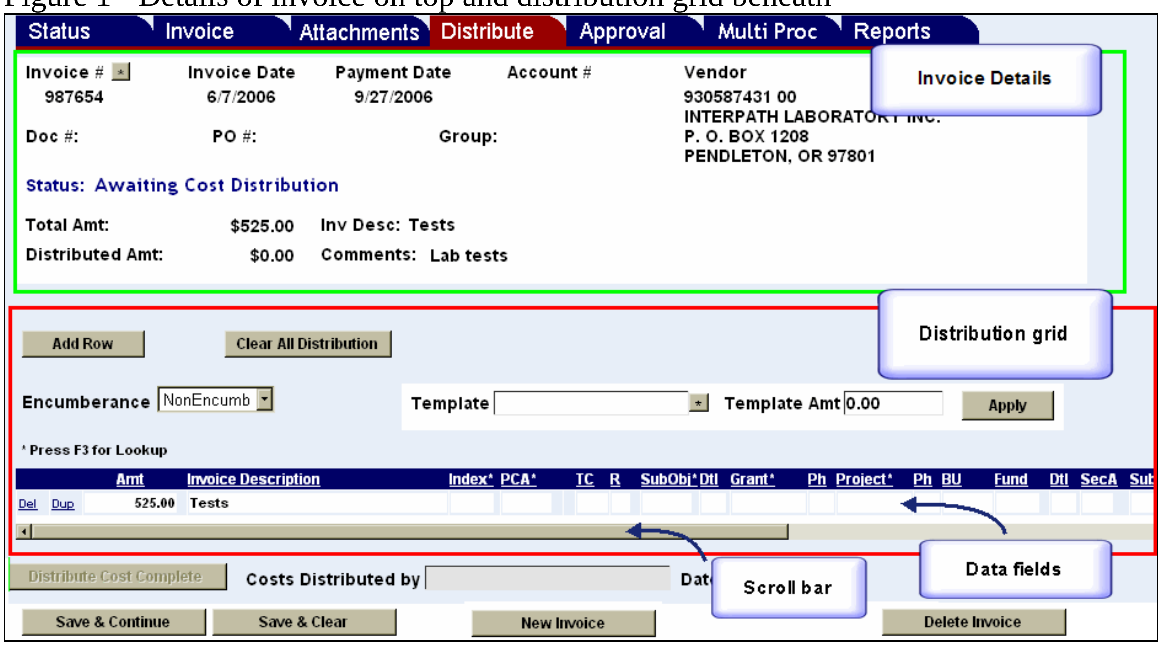
After an invoice has been authorized, it is ready for cost distribution. The **Distribute** screen allows you to enter the fiscal codes for the invoice and distribute the invoice across Indexes, PCAs, Encumbrances, and related Funds, etc. Distribution can be entered by using a predefined template or by manually entering the fiscal codes and amounts.

NAVIGATING THE DISTRIBUTE SCREEN

There are two sections of the Distribute screen:

- The invoice details. This displays the vendor information, payment date, amounts, etc.
- A distribution "grid" in which you enter fiscal codes into the data fields and add rows to distribute costs.

Figure 1 - Details of invoice on top and distribution grid beneath



To navigate through the distribution grid, place the mouse cursor in a data field and press TAB to move left to right through the fields. Use SHIFT+TAB to move back. You can also use your mouse to drab the slider beneath the grid and enter data in the data fields.

An Invoice Look Up is available in the details section. See the Invoice Look Up section below for more information.

ENTERING FISCAL CODES

The costs can be distributed and/or the fiscal codes applied only on the **Distribute** screen; however, you can get to the **Distribute** screen in different ways.

1. Depending on your agency's process, do one of the following:
    a. After saving and authorizing the invoice on the **Invoice** screen, click the **Distribute** tab.
    b. Open the **Invoice** screen, use the Invoice Look Up to find and open the invoice, and click the **Distribute** tab. (See the Invoice document for details.)
    c. Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Cost Distribution" or "Cost Distribution in Progress". You can search for invoices or sort the invoice list (see the Status Document for details). Click **Edit**.

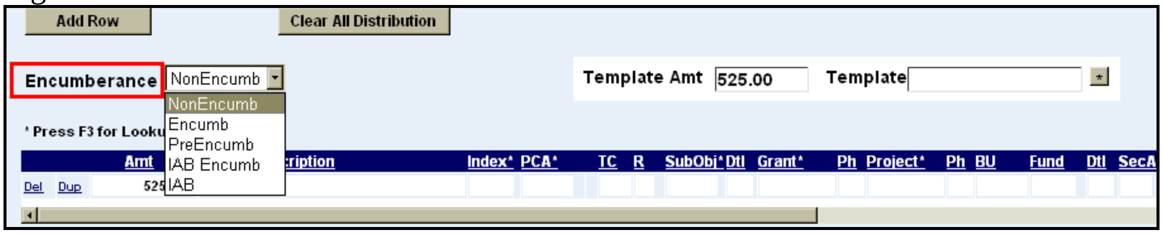
Figure 2- Example of Status screen

	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select	home depot	z156-28	$672.39	02/27/2006	04/15/2006	Awaiting Authorization
Approve	home depot	z156-28	$672.39	02/27/2006	04/15/2006	Awaiting Division
Approve	HP BUSINESS SOLUTIONS	022506	$12,698.35	03/15/2006	04/07/2006	Released for Payment
Edit	IBM	66666	$16.00	05/05/2006	05/12/2006	Awaiting Cost Distribution
Edit	Idaho Power Company	PE82855	$1,235.89	05/02/2006	05/15/2006	Awaiting Cost Distribution

2. The **Distribute** screen opens with a default non-encumbered distribution grid for regular payments. To change this, select the type of encumbrance to use for the invoice from the **Encumbrance** menu. The cost distribution fields displayed will depend on the type of encumbrance you select:

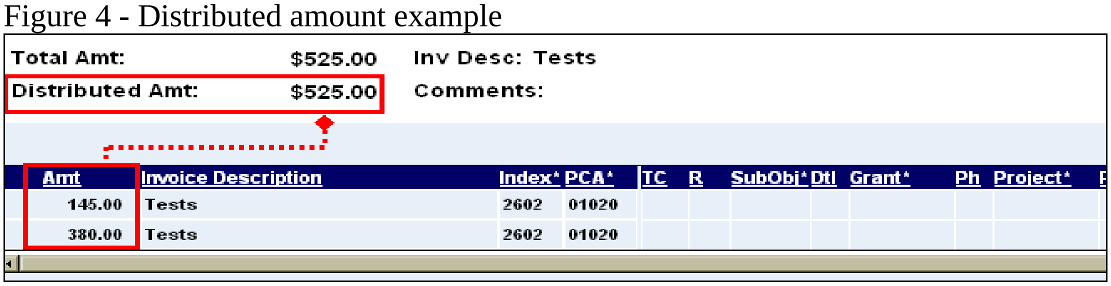
    - **NonEncumb** - Non-Encumbered (regular payment)
    - **Encumb** - Encumbered
    - **PreEncumb** - Pre-Encumbered
    - **IAB Encum** - Interagency Billing encumbered
    - **IAB** - Interagency Billing (regular Interagency Billing)

Figure 3 - Encumbrance menu



3. Begin entering data in first field on the first row. If you will be distributing the amount, it is suggested to change the amount on the first row. Then the application will calculate the remaining balance on the next row that you add.
   - Instead of entering data manually, you can use a template that has been set up by your agency. See the Using a Template section below.
4. Press the TAB key to move to each subsequent data field. Use SHIFT + TAB to move the cursor in the reverse direction. You can also drag the scroll bar at the bottom of the distribution grid and click into the fields you want to use.
5. Continue entering fiscal codes in the distribution grid as needed. The application will validate Encumbrance, Index, and/or PCA codes against STARS tables and will automatically populate the distribution grid with any available related fiscal codes. See the Validating Data Entry section below.
   a. The **Transaction Code** field cannot be blank.
   b. If entering an **IAB**, the **SecA** field and **Subsidary** field cannot be blank.
   - Click here for brief descriptions of the distribution grid fields.
   - Click here for descriptions of the STARS data elements.
   - Click here for descriptions of STARS encumbrance data elements.
6. To add more rows and continue with distributing the invoice costs, click **Dup** next to the first and any subsequent rows or click **Add Row.** See the Distributing Costs section.

Figure 4 - Distributed amount example



- To help you manage your fund and cash balances, the Distribution screen will display the balances of Encumbrance funds (for encumbered invoices) as well as cash balances. These are displayed below the distribution grid. See Fund Balances for an example.

7. Click **Save & Continue** (to save the invoice and keep it on the screen) or **Save & Clear** (to save the invoice and go back to a blank invoice). You may save changes at any time during cost distribution. When saved, the **Distributed Amt** in the details section is updated.

MARKING COST DISTRIBUTION COMPLETE

After the distribution is saved it must be marked as complete to be ready for approval. This can be done several different ways depending on your agency's process:

- Click **Cost Distribution Complete** on the **Distribute** screen.
- Select **Cost Distribution** on the **Approval** screen and save.
- Select the check box in the **Dist** column of the **Multi Proc** screen.

DATA ENTRY VALIDATION AND LOOK UPS

Any field marked with an asterisk can perform validations or lookups. This is done two ways – you can enter a value and press TAB or press F3 to look up the correct values.

VALIDATING DATA ENTRY

1. Enter a value into a field marked by an asterisk on the distribution grid.
2. Press TAB to move to the next field or click into another field.
3. The application will automatically validate **Encumbrance**, **Index**, and/or **PCA** codes against STARS tables. If the data entry is valid, it will fill in the grid with any available related data from the tables.

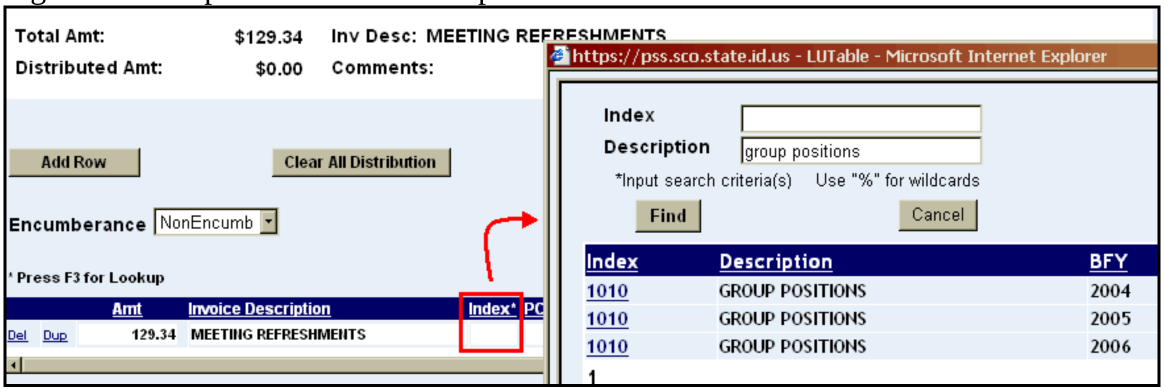
   For example, enter an Index or PCA and press TAB. Any associated Fund, Fund Detail, or any other data that is in the STARS Index or PCA table will automatically populate the distribution grid.
4. The distribution grid will be validated when you save the distribution. (Payment Services will validate Grant or Project, but you must include the Grant or Project Phase as well.)
5. If your entry cannot be validated, there will be an error message above the distribution grid and the data fields highlighted in red indicating what the problem is.

USING LOOK UPS

1. Place the cursor in the field and press F3.
2. In the look up window, enter any combination of search criteria (name, description, type, PCA or Index, or whatever is applicable to the data element). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**.
4. Click the number of the item you want. The distribute grid will be automatically populated with related data elements from STARS tables.

For example, to find indexes related to group positions, place the cursor in the **Index** field on the cost distribution grid and press F3. In the **Index Look Up** dialog box, type "group positions" in the **Description** field and then click **Find.**

Figure 5- Example of an Index lookup window



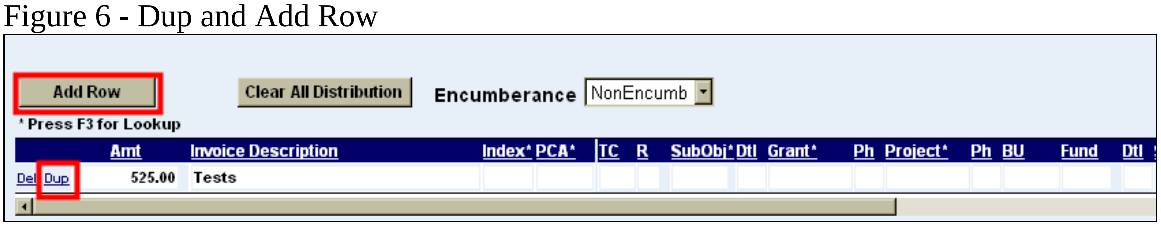
If the look up displays a long results list, you can sort the list by clicking the column headers. In the example above, you could click **Description** to sort the descriptions alphabetically or **Index** to sort the index numbers numerically.

DISTRIBUTING COSTS

Generally, distributing costs is done by changing or adding amounts and the fiscal codes, creating multiple rows on the grid, then saving and completing the distribution. Because of the nature of the browser interface, this can be done different ways.

The first time an invoice is opened on the Distribute screen, it is displayed with the total amount on the first row. Additional rows are created by clicking **Dup** next to the first and any subsequent rows or by clicking **Add Row**.

Figure 6 - Dup and Add Row



ADD ROW

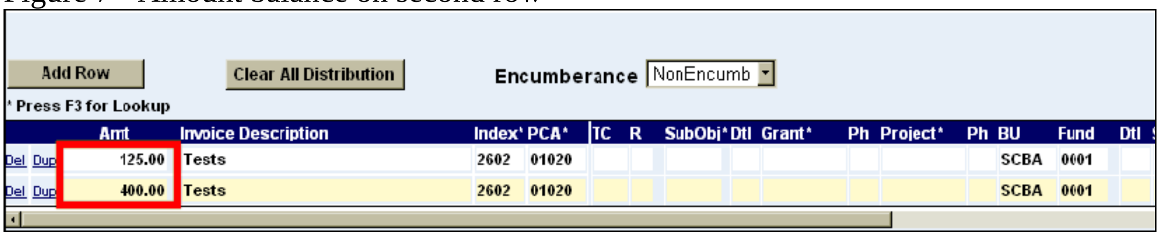
- Click **Add Row** *without* changing the amount or fiscal codes in the first row and it creates another row with the amount (**Amt**) of 0.00 and the **Invoice Description** filled in from the Invoice screen.
- Click **Add Row** *after* changing the amount on the first line and adding fiscal codes and it will create another row with the remaining balance of the invoice in the **Amt** field and the **Invoice Description** filled in from the Invoice screen.

DUP (DUPLICATE ROW)

- Click **Dup** *without* changing the amount and it will create a duplicate of the row, including any fiscal codes you have added.
- Click **Dup** after changing the amount on the first line and adding fiscal codes, and it will create a duplicate of the row, including the fiscal codes, with the remaining balance of the invoice in the **Amt** field

A best practice is to first change the amount in the first row and add/change whatever fiscal coding you need. Then use either **Add Row** or **Dup** and the application will calculate the remaining balance to distribute.

Figure 7 - Amount balance on second row

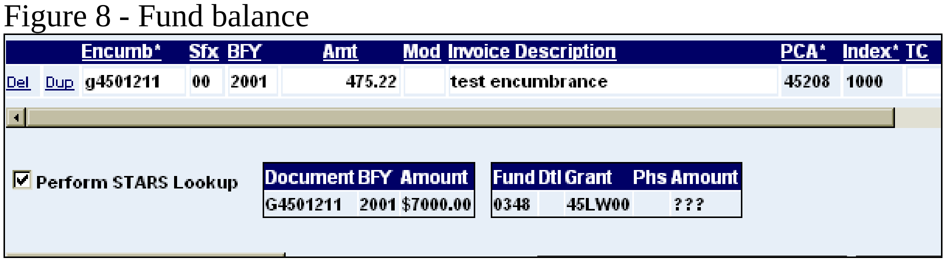


If you don't change the amount first, you have to calculate and enter the first and second amounts. However, any subsequent rows created will have the remaining balance calculated.

FUND BALANCES

To help you manage your fund and cash balances, the Distribution screen will display the balances of Encumbrance funds (for encumbered invoices) as well as cash balances. These are displayed below the distribution grid.

Figure 8 - Fund balance



USING A TEMPLATE

A template is a preset cost distribution with the fiscal codes defined and the costs distributed by percent or by amount. Templates are set up by the agency's users who have been given **Template Maintenance** access by the Payment Services administrator.

Generally, a template is intended for invoices that are distributed the same way each time and usually for regularly billed invoices, such as utilities, rent or telephone invoices.

APPLYING A TEMPLATE

In the **Distribute** screen, type the name of the template in the **Template** field and press TAB or click into another field and the template's distribution will be applied.

Figure 9 - Template box

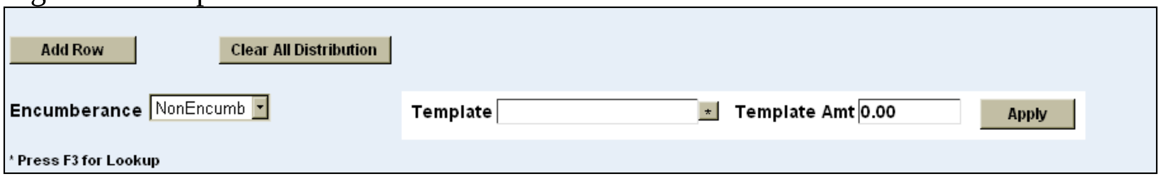
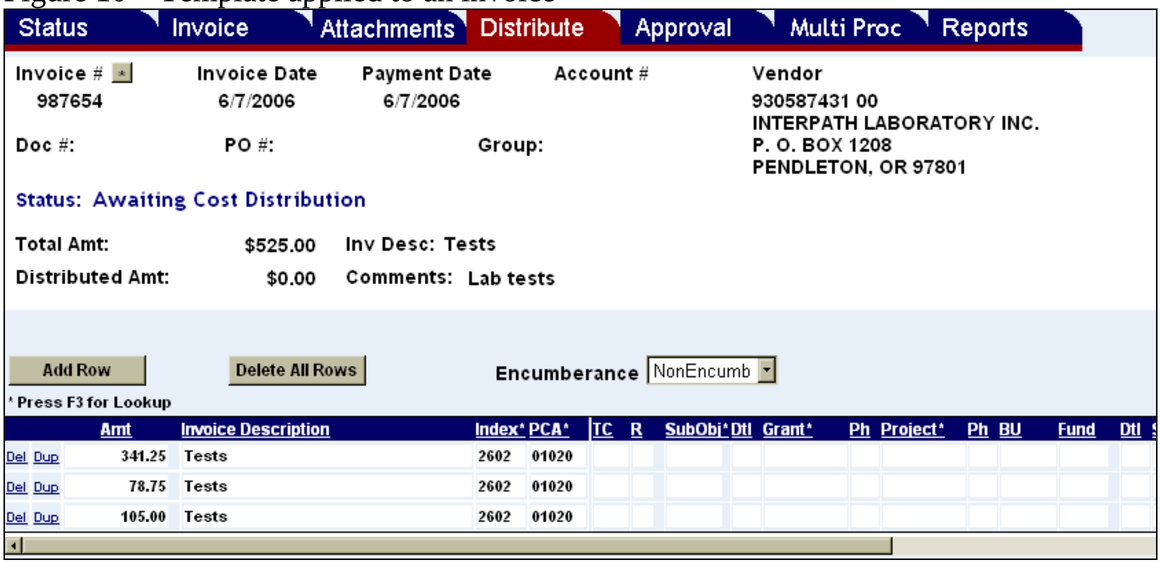
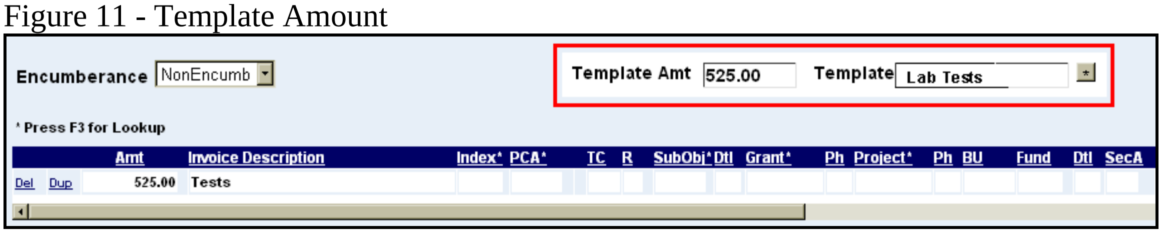


Figure 10 – Template applied to an invoice



In addition, you can apply a template to just part of the invoice amount. To do this, enter the partial amount in **Template Amt** field and then enter the template name in the **Template** field or choose a template. The cost distribution will be applied only to the **Template Amt**.

Figure 11 - Template Amount



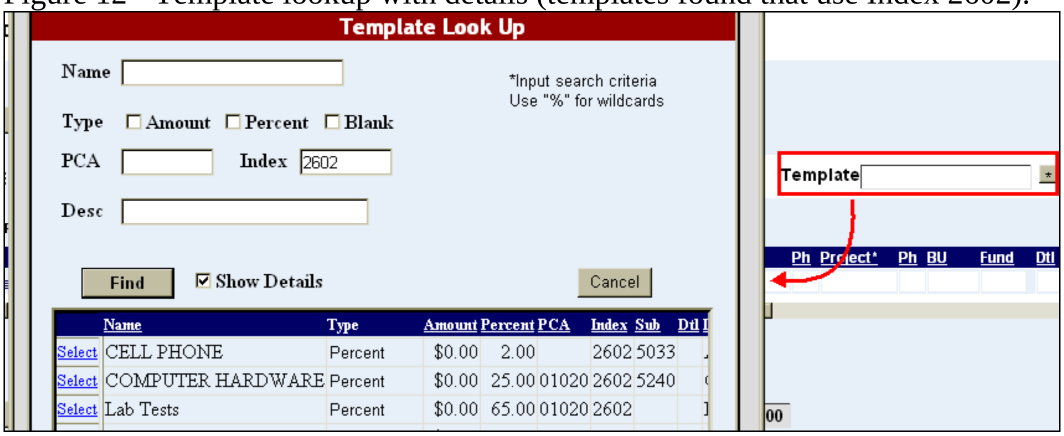
Even after applying a template, the cost distribution can be modified to suit particular circumstances. Thus you could use a template that is close to how the costs should be distributed for a particular item, and then change amounts and other data elements as needed for a special situation.

USING A TEMPLATE LOOK UP

You can also search for templates that have been created and apply them.

1. Click the asterisk next to **Template**.
2. In the **Template Look Up** dialog box, enter the name, description, select the type, or use any combination of search criteria. (Leave the search criteria blank to see all templates for your agency.)
3. Select **Show Details** to see the distribution details of the template. (Optional)
4. Click **Find**.
5. Click **Select** and the template's distribution will be applied.

Figure 12 - Template lookup with details (templates found that use Index 2602).



With **Show Details** selected, the details for one template may appear on multiple rows. It looks as if there are several templates with the same name but different distribution details.

For instance, in the example above it looks as if there are three templates named "Lab Tests", each with different percentages. But actually there is one template named Lab Tests – notice that the percentage of each one totals 100%.

If you apply the wrong template or the fiscal codes aren't correct for some reason, click **Clear All Distribution** to start over with the distribution. (If you click **New Invoice**, the distribution will be cleared and you will start over on the **Invoice** screen with a new, blank invoice.)

CLEAR ALL DISTRIBUTION

If you want to start over with the distribution for whatever reason, click **Clear All Distribution**. This will clear every row including the original first row. Click **Add Row** or **Save & Continue** to create the first row again with the original total amount.

(If you click **New Invoice**, the distribution will be cleared and you will start over on the **Invoice** screen with a new, blank invoice.)

SAVE & CONTINUE, SAVE & CLEAR

When finished with cost distribution and the fiscal coding, save your work by clicking **Save & Continue** or **Save & Clear**.

- **Save & Continue** saves the data you have entered in the application to the system and keeps the screen as is. Use this if there are several invoices to distribute costs for and you can use the invoice look up to find them (see below).
- **Save & Clear** will save the data you have entered in the application to the system and open a new **Invoice** screen. Use this if you are distributing cost for only one invoice and need to return to the Invoice screen.

COMPLETING COST DISTRIBUTION

After the distribution is saved it must be marked as complete to be ready for approval. This can be done several different ways depending on your agency's process:

- Click **Cost Distribution Complete** on the **Distribute** screen and save as described above.
- Select **Cost Distribution** on the **Approval** screen and save.
- Select the check box in the **Dist** column of the **Multi Proc** screen and save.

After the cost distribution is complete, you cannot make any changes on the distribution unless the invoice is returned by the next approver.

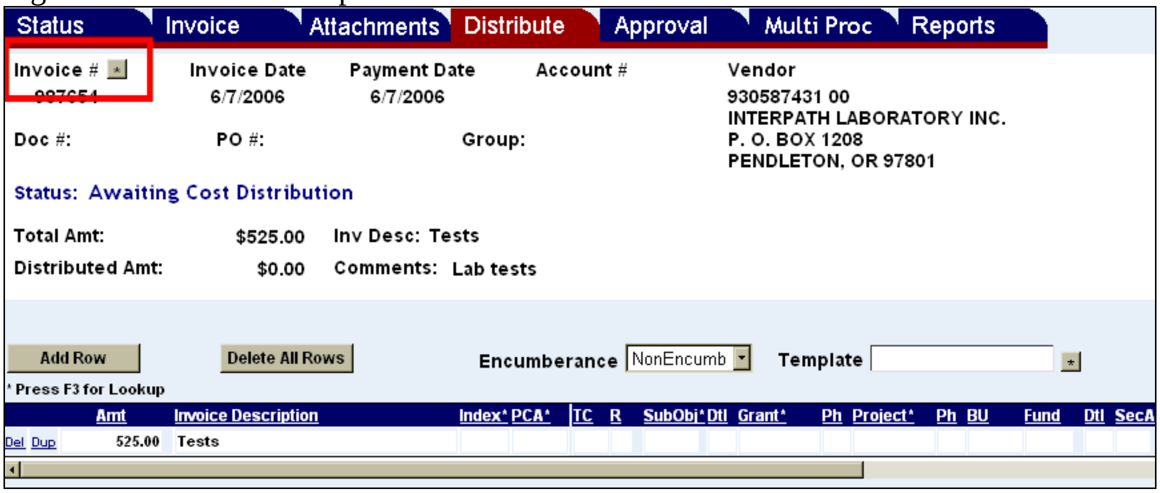
You can save your work on the **Distribute** screen if you need to log off the application and come back to it later. To do this, click either of the "Save" buttons, but if you click **Save & Continue,** do not click **Cost Distribution Complete**.

USING INVOICE LOOK UP TO OPEN ANOTHER INVOICE

After you have finished distributing the cost for an invoice, you can open another invoice without having to go back to the **Status** screen. Be sure to use **Save & Continue** after you have finished the cost distribution.

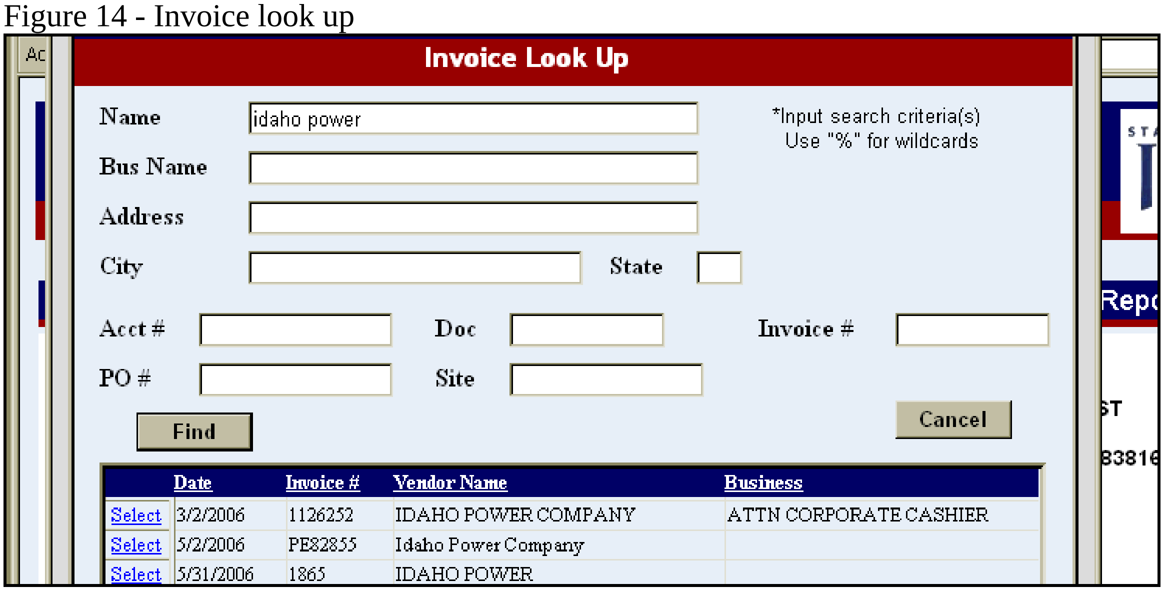
1. Click **Save & Continue** on the first invoice before opening the next one.
2. Click the asterisk next to **Invoice #** in the details section of the Distribute screen.

Figure 13 - Invoice look up asterisk



3. In the **Invoice Look Up** dialog, enter any combination of search criteria (vendor name, city, account number, etc.).
4. Click **Find**.
5. Click the **Select** for the invoice you want.
6. The **Distribute** screen will open the invoice details and distribution grid.

Figure 14 - Invoice look up



If you happen to select an invoice that has not been authorized or has already had the cost distribution completed, you will not be able to enter anything in the Distribution grid. The details section of the invoice should indicate its Status as “Awaiting Authorization” or “Cost Distribution Complete”.